

RESTRICTED
Security Information

Chief, Employee Services Staff

18 MAY 1953

Personnel Director

Commercial Insurance Clearance Procedure

1. It is requested that as of 20 May 1953 you assume responsibility for implementing the functions of the Personnel Office on clearance of employee applications for insurance with commercial companies.

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2. [REDACTED] Research and Planning Staff, will brief you on the procedures used and will assist you in establishing the appropriate contact with the Security Office and the cleared representatives of the insurance companies concerned.

GEORGE E. MELOON

Distribution:

- 0 & 1 - Addressee
- 1 - OPD
- ✓ 1 - CC [REDACTED]
- 1 - SO [REDACTED]
- 2 - RPS

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